Chapter 5
Windows Accessories Group

The Windows Accessories group contains system applications that allow you to perform the following tasks:

C   Create documents and drawings.
C   Communicate with remote computers.
C   Perform calculations.
C   Record sound, keystrokes, and mouse movements.
C   Keep track of your schedule.

This chapter provides a brief overview of each program in the Accessories group. For further information and instructions, use the on-line Help features, or consult the user's guide listed at the end of this chapter.

Accessing the Accessories Group

To access the Accessories group from Program Manager:

1.   Double-click on the Accessories group icon.

Program-item icons appear in the Accessories group window.

Accessories group
window

Write

Write is a Windows word processing application that is used to produce and print documents.

Paintbrush

Paintbrush is a drawing program that enables you to create drawings using the following tools:

	Scissors		Pick
	Airbrush		Text tool
	Color Eraser		Eraser
	Paint Roller		Brush
	Curve		Line
	Box		Filled box
	Rounded box		Filled Rounded box
	Circle/Ellipse		Filled Circle/Ellipse
	Polygon		Filled Polygon

Terminal

Terminal is a Windows communications program that allows you to connect your PC to remote computers and exchange information. For instance, you can use Terminal to emulate a remote computer and transfer files.

Notepad

Notepad is a text editor that can be used to create and edit batch files.

Recorder

Recorder allows you to record and play back a sequence of keystrokes and mouse actions, called a   For example, Recorder can be used to play back a macro that automatically sets an alarm for a staff meeting.

Cardfile

Cardfile provides quick and easy access of information, such as names, addresses, and phone numbers.

Calendar

Calendar contains a monthly calendar and a daily appointment book. In addition, Calendar has an alarm that can be set to remind you of appointments.

Monthly calendar and daily appointment book

Calculator

Calculator enables you to perform computations on either a standard or scientific calculator.

Scientific calculator

Clock

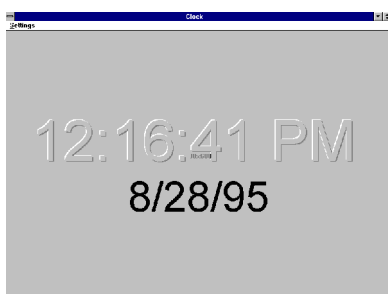 Clock displays the date and time.

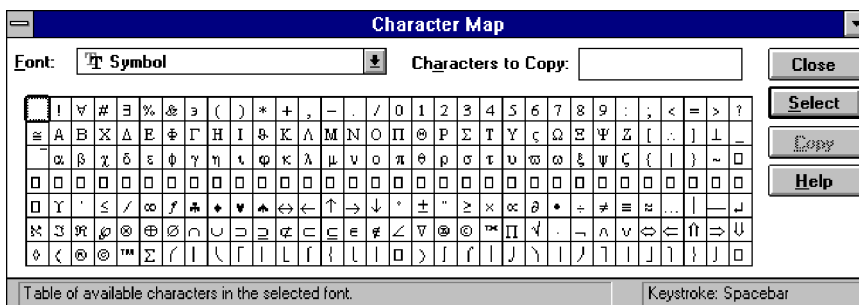Digital clock and date

Object Packager

 Object Packager allows you to create a   (an icon that represents an object) and insert it into a destination document.

Character Map

 Character Map provides extended and special characters that can be inserted into other Windows applications.

Extended and special characters

Media Player

 Media Player is used to play multimedia files and control multimedia devices installed on your PC.

Sound Recorder

Sound Recorder is used to play, record, and edit sound files.

Using the On-line Help

On-line Help features are available for all applications in the Accessories group.

To access Help:

1.   Choose a command from the application's Help menu.

        -OR-

1.   Press F1 on the keyboard to open the Help window.

2.   From the Help window, click on a topic from the Help Contents, click   on the Search button to find information about a specific topic, or press   F1 to learn how to use Help.

Additional References

The following reference guide should be used to supplement the material in this chapter:

C   The   , published
        by the Microsoft Corporation, provides detailed information on how
        to use the applications in the Accessories group. This guide can be
        obtained from your ADP Coordinator.